

[illegible]

December 19, 1974

A. General instructions.

The procurement data required is restricted to expendable supplies (object class 26) and nonexpendable equipment (object class 31). Excluded are professional services, construction contracts, grants, research and development contracts, costs for labor and material for all kinds of repair or maintenance services, and rental or lease agreements.

B. Entries.

Heading.

Agency.

Insert name of the department or independent executive agency. Procurement data should be submitted for each bureau or agency operating under a department. For example, a departmental report should reflect a consolidation of the individual reports submitted by subordinate agencies, bureaus, regional offices, or other procurement activities which will be appended to the departmental data.

Address.

Self explanatory.

Prepared by.

Name of official to contact for information on the statistical data provided.

Activities covered.

Number of bureaus and/or activities covered by the department, agency, bureau, or activity submitting data.

Personnel involved.

Number of procurement and purchasing and contracting personnel, GS-5 and above, but excluding clerical support.

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Annual salaries.

Annual salary costs of all procurement personnel involved in purchasing activities.

Period.

Enter the dates of the semiannual period covered.

Column headings.

(1) FSC Commodity Group No.

Insert the appropriate commodity group number as described in the Cataloging Handbook, H 2-1, Federal Supply Classification, Part I, Groups and Classes, as described in FPMR 101-30.2.

(2) GSA

Number of FEDSTRIP requisitions submitted and total dollar volume involved.

(3) Federal Supply Schedules

Number of purchase or delivery orders and total dollar volume placed with Federal Supply Schedule contractors.

(4) Other Government Agencies

Number of orders or requisitions (not line items) and total dollar volume placed with other Government supply sources such as the Defense Supply Agency, the Veterans Administration, or the Federal Prison Industries.

(5) Agency/Local Activity Contracts (over \$10,000)

Number of orders and dollar volume placed against your agency and/or local activity contracts issued as a result of formal advertising or negotiated contracts for over \$10,000 for each transaction.

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(6) Open Market (under \$10,000)

Number of orders and total dollar volume of purchases made for under \$10,000 per transaction. Exclude purchases against imprest funds.

(7) Grand Total

Total number of transactions and dollar volume for each FSC commodity group and a grand total figure for the number of transactions and dollar volume for all commodity groups reported.

OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	C/SD	1/27	JK
2			
3	EO/OL	24 JAN 1975	
4			
5	DC/SD		
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<p>Remarks: Rec'd Attached FPMR & BELIEVE DECISION NEED BE MADE AS TO OUR RESPONSE IF ANY. WE MAY BE EXPECTED TO REPORT ALL OVERT ACTIONS BY GPB/PD. ON THE OTHER HAND EVEN THOUGH GP BOYS IN THE NAME OF CIA THE MAJORITY OF FUNDS ARE</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<p>237</p>			1/22
UNCLASSIFIED		CONFIDENTIAL	SECRET

~~CONFIDENTIAL~~ IN ANY EVENT
Approved For Release 1999/09/20 : CIA-RDP78-05054A000100060004-8

ALL ACTIONS BY SD ARE
SC-1 EXCEPT FEDSTRIP FOR
ADMIN SUPPLIES (OFFICE). PLS
ADVISE YOUR DECISION

A
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